

POLICY

Residential juvenile justice facilities providing educational services must obtain school records from the last known school attended for each youth.

PURPOSE

To ensure educational programs for each youth are consistent with previous school and education needs.

DEFINITIONS

See [JRG, JJ Residential Glossary](#).

**RESPONSIBLE
PARTY**

Facility director or designee.

**REQUEST FOR
RECORDS**

The facility director or designee must request all official school records from the last known school a youth attended within three days of admission. The request for records must include a telephone call and a written request using the Juvenile Justice Information System (JJIS) Request for School Information.

The telephone call and written request for records must be documented.

**Actions When
School Records
are not Received**

If school records are not received within 15 days of the initial request, the facility director or designee must make a follow-up telephone call and send a copy of the request to the superintendents of the youth's local and intermediate school districts using certified mail to request the youth's records.

If school records are not received within 15 days of the second contact, the facility director or designee may seek a court order to produce the records. The facility director or designee must send copies of the court petition to the superintendents of the youth's last local and intermediate school districts.

The facility director or designee must document all follow-up attempts to obtain records using case notes in the JJIS and in the student's school file.

Actions When Youth is Believed to be Eligible for Special Education Services

If information suggests the youth previously received special education services, the facility director or designee must:

- Make a telephone call and send the school record request to the special education departments of the local and intermediate school districts to determine whether the student received special education services.
- Place the youth in a special education program pending an official determination of eligibility for services if the parents and/or school district affirm the student received special education services. See [JRM 402, Previous Enrollment in Special Education](#).
- Request a copy of the student's most recent individualized education program, multidisciplinary evaluation team report, and other pertinent documents.

Actions When Special Education Records are not Received

If the youth's special education records are not received within 15 days of the initial request, the facility director or designee must:

- Make a follow-up telephone call and send the request form to the special education departments of the local and intermediate school districts.
- Contact the BJJ special education consultant for assistance. The facility director may seek a court order to produce the records if the records are not received within 15 days of the second request.
- Document all attempts to obtain the youth's special education records.

AUTHORITY

Family Educational Rights and Privacy Act, 20 USC 1232g.

Individuals With Disabilities Education Improvement Act of 2004, 20 USC 1400 et seq.

Elementary and Secondary Education Act of 1965, 20 USC 6301 et seq.

Michigan Department of Education Administrative Rules for Special Education.